



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATZT-AR

02 FEB 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #70-06, Procedures to Voluntarily Mobilize or Extend Soldiers for Operations Noble Eagle/Enduring Freedom/IRAQI Freedom

1. REFERENCES:

- a. TRADOC Command Guidance, #05-001, Nov 05, Subject: Procedures to Voluntarily Mobilize or Extend Soldiers for Operations NOBLE EAGLE/ENDURING FREEDOM/IRAQI FREEDOM.
- b. HQDA Message, 110229Z Mar 05, Subject: Revised Contingency Temporary Tour of Active Duty (COTTAD) Procedures ISO Global War on Terror (GWOT).
- c. HQDA Message, 021335Z Feb 04, Subject: Mod 1 to ALARACT Voluntary Extended Active Duty (EAD) ISO Contingency Operations.
- d. HQDA Message, 261817Z Jan 04, Subject: ALARACT Voluntary Extended Active Duty (EAD) ISO Contingency Operations.
- e. HQDA Message, 171635Z Sep 02, Subject: Consolidated PPG for Operations Noble Eagle and Enduring Freedom.
- f. HQDA Message, 301131Z May 02, Subject: Justification of Forces Mobilized in Support of Operation Noble Eagle.
- g. HQDA Message 021058Z Oct 01, Subject: IMA/IRR Mobilization Submission Request.
- h. Website, US Army Human Resources Command,  
[https://www.hrc.army.mil/site/active/TAGD/reservecompo/ead\\_page.htm](https://www.hrc.army.mil/site/active/TAGD/reservecompo/ead_page.htm).

2. PURPOSE: To establish policy for voluntary mobilizing or extending Individual Mobilization Augmentee (IMA)/Individual Ready Reserve (IRR)/Troop Program Unit (TPU) Soldiers for TRADOC requirements ISO Operation NOBLE EAGLE (ONE)/Operation Enduring Freedom (OEF)/ Operation Iraqi Freedom (OIF).

3. GENERAL: The purpose of extending or mobilizing IMA/IRR/TPU Soldiers is to meet requirements due to the increased OPTEMPO related to ONE, OEF and OIF. The

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Presidential emergency decree permits the recall to active duty of reservists for up to two years.

4. PROCEDURES: TRADOC Command Guidance, #05-001 (Enclosure 1) will be used to develop requirements for voluntarily mobilizing or extending Reserve Soldiers in support of Fort Leonard Wood.

5. RESPONSIBILITIES:

a. Requestor. The activity requesting mobilization or extension of the Reserve Soldier will use the guidance in TRADOC Command Guidance #05-001 to prepare the request. **All requests will be made with full knowledge of the activity's chain of command.** A Transmittal Memorandum will be prepared and attached to the request packet. (Example, Enclosure 2) The packet will be submitted to the Chief of Mobilization and Reserve Affairs (MRA) Division, Directorate of Plans Training and Mobilization (DPTM). Packets requesting extension of soldiers with less than 24 months mobilization will be submitted no later than 120 days prior to effective date of the request. Packets requesting extension beyond 24 months mobilization will be submitted NLT 165 days prior to the tour start date. In the event a packet is returned for corrective action, the requestor has five working days to return the corrected documents to MRA.

b. Chief, MRA. When a packet is received for processing, receipt of the document will be annotated in the MRA Internal Suspense Log. MRA will have five working days to review the document for accuracy. If it is determined that the packet requires correction it will be returned to the requestor the next working day. A Memorandum will be prepared and attached to the returning packet explaining the discrepancies and corrective actions required. MRA has two working days to review the corrected packet when returned by the originator. When it is determined that a packet is accurate, MRA will submit to the Assistant Chief of Staff, USAR the same day. The USAR Chief of Staff, will review the packet and submit to the MANSCEN Chief of Staff. When the packet is returned from the Command Group, MRA will have two working days to process and submit the packet to the appropriate MACOM/CONUSA. MRA will track the status of the mobilization/extension requests through the staffing process. MRA will advise the requestor of the status of the packet as it moves through the internal and external process.


c. Assistant Chief of Staff, USAR. Will review the packet on receipt and submit to the MANSCEN Chief of Staff on the same day.

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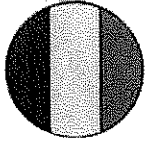
6. Point of contact this action is the Assistant Chief of Staff, USAR office, (573) 563-4033

2 Encls



RANDAL R. CASTRO  
Major General, USA  
Commanding

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U.S. ARMY  
TRAINING AND DOCTRINE COMMAND  
OPERATIONS CENTER  
COMM: (757) 788-2256/2258/2259 (DSN: 680-XXXX)  
FAX: (757) 788-2997  
FAX (SECURE) COMM: (757) 788-3657  
FAX (SECURE) DSN 680-3687

Electronic Copy  
HQ, TRADOC  
Fort Monroe, VA  
081900Q NOV 05

TRADOC Command Guidance: #05-001, Procedures to Voluntarily Mobilize or Extend Soldiers for Operations NOBLE EAGLE/ENDURING FREEDOM/IRAQI FREEDOM

1. References:

- a. HQDA Message, 110229Z Mar 05, subj: Revised Contingency Temporary Tour of Active Duty (COTTAD) Procedures ISO Global War on Terror (GWOT).
- b. HQDA Message, 021335Z Feb 04, subj: Mod 1 to ALARACT Voluntary Extended Active Duty (EAD) ISO Contingency Operations.
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- f. HQDA Message 021058Z Oct 01, subj: IMA/IRR Mobilization Submission Request.
- g. Website, U.S. Army Human Resources Command,  
[https://www.hrc.army.mil/site/active/TAGD/reservecompo/ead\\_page.htm](https://www.hrc.army.mil/site/active/TAGD/reservecompo/ead_page.htm)

2. Purpose: To update the policy for voluntarily mobilizing or extending Individual Mobilization Augmentee (IMA)/Individual Ready Reserve (IRR)/Troop Program Unit (TPU) Soldiers for TRADOC requirements ISO Operation NOBLE EAGLE (ONE)/Operation Enduring Freedom (OEF)/Operation Iraqi Freedom (OIF). This policy supersedes TRADOC Command Guidance #03-004, Procedures for Mobilizing or Extending IMAs/IRRs and contains requirements that supplement DA requirements.

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*Encl 1*

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3. General: The purpose of extending or mobilizing IMA/IRR/TPU Soldiers is to meet requirements due to the increased OPTEMPO related to ONE, OEF and OIF. The Presidential emergency decree permits the recall to active duty of reservists for up to two years.

4. Procedures for personnel with less than 24 months mobilization seeking a mobilization or mobilization extension. Soldiers with less than 24 months mobilization may request duty using a mobilization request or, if previously mobilized, a Contingency Temporary Tour of Active Duty (CO-TTAD). After identifying the requirement, the TRADOC command, school or activity will submit a request packet (TRADOC Required Documents for Mobilization or Extension matrix (Encl 2)) for the Soldier to HQ TRADOC.

a. Transmittal memo to HQ TRADOC signed by or routed through the Senior Mission Commander's (SMC) Chief of Staff (CoS). If the TRADOC command, school or activity is a separate, distinct entity on that installation, i.e., Combined Arms Center (CAC), Combined Arms Support Command (CASC), U.S. Army Accessions Command (USAAC), U.S. Army War College (USAWC), U.S. Army Soldier Support Institute (USASSI) or U.S. Nuclear and Chemical Agency (USANCA) or Futures Center, then the transmittal memo must be signed by or routed through the command, school or activity commander or his/her chief of staff. This single point of contact ensures all requests are consistently reviewed and conform to the latest guidance provided by TRADOC.

b. Volunteer letter from identified IMA/IRR/TPU Soldier. The volunteer letter for all requests must contain a statement that waives the 30-day notification from HQDA.

c. DA Form 1058-R, Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. Regardless of the requested type of mobilization or extension, the Soldier must submit a fully completed and signed DA Form 1058-R.

d. DA Form 7349-R, Initial Medical Review - Annual Medical Certificate. If the Soldier is currently mobilized and is seeking an extension, he/she does not need to submit a new DA Form 7349-R.

e. Unit Letter of Release. TPU Soldiers must submit a letter from the first O6/Colonel or above in their chain of command releasing them from their assigned unit for the specified time of mobilization request. There is no exception to this requirement.

f. State Adjutant General Letter of Release. U.S. Army National Guard Soldiers must submit a release memo from his/her Adjutant General's office. There is no exception to this requirement.

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g. Personal Data for Soldiers Requesting Mobilization/Extension ISO ONE/OEF/OIF (Enclosure 1). This contains a duty description and justification for the Soldier. The description describes the position in which the Soldier will actually work while the justification outlines the impact if the Soldier is not mobilized or extended.

h. Copies of previous related mobilization orders, mobilization extension orders and/or CO-TTAD orders.

i. Timing: Submit requests to HQ, TRADOC NLT 90 days prior to the tour start date.

5. Procedure for personnel requesting extension beyond partial mobilization (24-months). This paragraph provides guidance on extending mobilized Reserve Component (RC) Soldiers on Active Duty (AD) in a voluntary status beyond the 24 months of AD authorized under provisions of 10 USC 12302 (Partial Mobilization). Soldiers may request duty past 24 months using a CO-TTAD or Contingency Extended Active Duty (CO-EAD). The TRADOC school, organization or activity will submit a request packet (TRADOC Required Documents for Mobilization or Extension matrix (Encl 2)) for the Soldier to HQ TRADOC.

a. Requesting extension beyond partial mobilization using CO-TTAD. Soldiers who have a minimum of 24 months mobilization may request up to an additional 730 days of mobilization. Maximum increments of 365 days may be used to reach the additional 730 days. Soldiers with the minimum of 24 months must submit the same requirements listed in paragraphs 4.a. through 4.i. and depicted in the TRADOC Required Documents for Mobilization or Extension matrix (Encl 2) to HQ TRADOC.

b. Requesting extension beyond partial mobilization using a CO-EAD tour. If approved, with a CO-EAD, Soldiers, with a minimum of 24 months mobilization, will be accessed onto active duty for an initial period of two years with a HQDA-option for a third year. Soldiers must submit the requirements depicted in the TRADOC Required Documents for Mobilization or Extension matrix (Encl 2) to HQ TRADOC.

1) Transmittal memo to HQ TRADOC signed by or routed through the SMC's CoS. Exception commands, schools or activities and transmittal requirements are listed in paragraph 4a. This single point of contact ensures all requests are consistently reviewed and conform to the latest guidance provided by TRADOC. The transmittal memo must contain the following information:

a) Name, Rank, SSN, Component (USAR-TPU, ARNG, IRR, IMA).

b) Justification for the request detailing the impact to the organization if the Soldier does not receive the CO-EAD.

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- c) UIC for the unit to which the Soldier will be assigned.
- d) Billet Number. Applies only to WIAS requirements.
- e) MOBTDA Number
- f) MOBTDA Document Number
- g) MOB TDA EDATE
- h) Paragraph and Line Number of the position.
- i) CO-EAD Requested Start Date

2) DA Form 160-R, Application for Active Duty. Soldier must address this form to HRC, ATTN: AHRC-PDZ-RC, 200 Stovall Street, Alexandria, VA. Block 9a should indicate two (2) years; block 10a contains the UIC and Unit Title while block 10b contains the installation to which the Soldier will be assigned.

3) DA Form 4651-R, Request for Reserve Component Assignment or Attachment. TPU Soldiers must submit a DA Form 4651-R to transfer to the USAR Control Group REIN. Prior to being placed on an active duty assignment, the Soldier must submit a copy of the actual transfer order to TRADOC. There is no exception to this requirement.

4) Letter of Release. U.S. Army National Guard Soldiers must submit a release memo from his/her Adjutant General's office. There is no exception to this requirement.

5) Copy of all mobilization orders, amendments and extensions, TCS orders and CO-TTAD orders.

6) Enlistment contract. The Soldier must have a current enlistment contract that will provide at a minimum the time to complete the tour.

7) Promotion orders. Officers must submit a copy of his/her last promotion order showing current rank. Officers must not reach their Mandatory Removal Date (MRD) before the end of the requested CO-EAD.

8) Copies of previous mobilization orders, mobilization extension orders and/or CO-TTAD orders.

9) Timing: Submit requests to HQ, TRADOC NLT 135 days prior to the tour start date.

6. Coordinating instructions: Disseminate to the lowest level.

7. Applicable to: All units/individuals within TRADOC.


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8. Duration of guidance: In effect until rescinded or superseded.

9. Acknowledgement: To EOC, HQ, TRADOC, upon receipt, email to [eocwatch@monroe.army.mil](mailto:eocwatch@monroe.army.mil) or DSN 680-2256/2258/2259.

10. TRADOC OPNS CTR POC, LTC Painter, (757) 788-3532, DSN 680, NIPRNET [monr.catpsnl@monroe.army.mil](mailto:monr.catpsnl@monroe.army.mil), SIPRNET [opnsctrag@monroe.army.smil.mil](mailto:opnsctrag@monroe.army.smil.mil).

Encl  
as



ABRAHAM J. TURNER  
Brigadier General, GS  
Deputy Chief of Staff  
for Operations and Training

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Personal Data for Soldiers Requesting Mobilization/Extension ISO  
ONE/OEF/OIF

1. INSTALLATION: \_\_\_\_\_
2. UIC: \_\_\_\_\_
3. MOB TDA -  
PARAGRAPH: \_\_\_\_\_, LINE NUMBER: \_\_\_\_\_  
or  
WIAS Control Number: \_\_\_\_\_
4. AUTHORIZED GRADE: \_\_\_\_\_
5. MOS: \_\_\_\_\_
6. LAST NAME, FIRST NAME, MIDDLE INITIAL:  
\_\_\_\_\_
7. SSN: \_\_\_\_\_
8. POSITION: \_\_\_\_\_
9. DUTY DESCRIPTION:
10. THROUGH DATE OF EXTENSION/MOBILIZATION: \_\_\_\_\_
11. JUSTIFICATION FOR EXTENSION/MOBILIZATION:

Encl 1 to Encl 1

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# **TRADOC Required Documents for Mobilization or Extension**

<b>Soldiers With Less Than 24 Months Mobilization</b>				
	Mobilization	Mobilization Extension	CO-TTAD	CO-TTAD Extension
SMC CoS Memo	X	X	X	X
Volunteer Statement	X	X	X	X
DA Form 160-R				
DA Form 1058-R	X	X	X	X
DA Form 4187-R		X	X	X
DA Form 7349-R	X		X	
DA Form 4651-R				
TAG Release*	NGB	NGB	NGB	NGB
Unit Letter of Release**	TPU	TPU	TPU	TPU
Soldier's Personnel Data	X	X	X	X
Previous Orders		X	X	X

<b>Soldiers With 24 Months or Greater Mobilization</b>			
	CO-TTAD	CO-TTAD Extension	CO-EAD
SMC CoS Memo	X	X	X
Volunteer Statement	X	X	X
DA Form 160-R			X
DA Form 1058-R	X	X	X
DA Form 4187-R	X	X	
DA Form 7349-R	X		
DA Form 4651-R			
TAG Release*	NGB	NGB	NGB
Unit Letter of Release**	TPU	TPU	TPU
Soldier's Personnel Data	X	X	X
Previous Orders	X	X	X

\* Only Soldiers in a National Guard unit require a release from the State Adjutant General.

\*\* Only Soldiers in a USAR TPU require a unit letter of release.

Encl 2 to Encl 1



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 236  
FORT LEONARD WOOD, MISSOURI 65473-8929

EXAMPLE

OFFICE SYMBOL

DATE

MEMORANDUM THRU:

Reserve Component Division, DPTM, ATTN: ATZT-PTM-RCD, Ft. Leonard Wood, MO 65473  
Chief of Staff-USAR, US Army Maneuver Support Center, ATTN: ATZT-AR, Ft. Leonard Wood, MO 65473  
Chief of Staff, US Army Maneuver Support Center, ATTN: ATZT-CS, Ft. Leonard Wood, MO 65473

FOR Commander, TRADOC, ATTN: ADC-OPS, 33 Ingalls Road, Fort. Monroe, VA 23651

SUBJECT: Extending Mobilization Augmentee

1. Request 365 day mobilization of the following TPU soldier, who was previously mobilized under UIC W730AA, report date of 19 January 2004:

NAME:	RANK	SSN:	PAR#	LINE SEQ#	POS TITLE
			684F	07	Hand Grenade Instr/Wtr

2. Justification: Above soldier is requested to serve a 365-day mobilization tour to support ONE/OEF/OIF-I and OIF-II mobilization training at Fort Leonard Wood, MO, and assigned to the Combat Training Company, Training Support Battalion. Current company strength is well below authorized manning levels, especially in NCO positions. The soldier will fill a key position requiring NCOs in the training of mobilized Army Reservists and National Guardsmen in support of ongoing operations in Iraq.

3. Point of contact is the undersigned and can be reached at \_\_\_\_\_.

FOR THE COMMANDER:

CDR (06) signature block

Encl 2

EXAMPLE